

FOR OFFICIAL USE ONLY

February 1962

Declass Review by NGA.

TO: Hank H.

FROM: Chuck L.

SUBJECT: Minimum Capabilities of Photo Lab During Moving Program

During my last visit with you, Jack and I arrived at a minimum capability which he felt was in order for the Photo Lab. during the moving program. I would like for you to confirm the following list if it is acceptable.

The minimum capability means this equipment would remain in your present Photo Lab and all other equipment, both yours and Army's, would be moved over into the new Photo Lab. in preparation for your personnel move. The period of time elapsed during this move and during minimum capability could be approximately one week, although this time has not been determined as yet.

Item	Quantity	Nomenclature
1	1	☐ Enlarger
2	1	☐ Enlarger
3	1	ATF Process Camera
4	3	☐ Contact Printers
5	1	☐ 70 mm. Strip Printer
6	2	☐ Glossy Dryers
7	1	Vacuum Frame (the one presently set up)
8	1	☐ Sink (the present sink established next to the ☐ Printers)
9	all	☐ Hand Equipment

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Item	Quantity	Nomenclature
10	1	20-X Enlarger
11	1	40 x 40 Sink, four compartment (presently next to Reed Rectifiers)
12	1	Wetting Agent Table and Sink (your terminology-Lubrication Table)
13	all	Chemical Mix Equipment
14	all supplies (including chemicals, film, paper, etc.	

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NOTE I: Any materials, such as the film and paper, that you know definitely will not be used during that period can also be moved over. If there are any large quantities, this might be advisable. If the quantities are small, it would be preferable to move all film and paper at one time.

NOTE II: There have been no dates established as yet, but I will notify you immediately when they are known.

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26 February 1962

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TO: Hank H.

FROM: Chuck L.

SUBJECT: Contact with [REDACTED]

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[REDACTED] and I visited [REDACTED] this morning as per arrangements last week. We talked to [REDACTED] [REDACTED] They reported having submitted the changes on the specifications which you had requested.

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As of this date they are still awaiting some instructions in writing to proceed with this job. Tom said that they had not received a Letter of Intent, contract, or any written form of instructions. They are sticking their neck out and are slowly proceeding with the engineering, but are not ordering any of the materials or any long lead items, which they need to do.

Would like to suggest again that you push as much as possible as we are falling way behind schedule.

There were no technical points discussed since they are "holding" on the job.

CL/pb

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26 February 1962

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TO: Hank H.

FROM: Chuck L.

SUBJECT: Table of Organization and Equipment Recommendations

Item I: Table of Organization

It appears at this time that we may be a few days late in submitting the complete recommended Table of Organization and Staffing for the Photo Lab. You have previously mentioned that your submittal has to be in by 15 March.

Please advise us immediately of any specific information you need prior to that date from us.

The only particular thing that I know of, is the job description and requirements for the proposed head of Technical Control. I will send this to you in a few days.

Item II: Equipment Recommendations

As you well know, the date you originally established for the final submittal of the Equipment Recommendations was 1 February 1962. We immediately requested an extension of this date to at least 15 March 1962. Due to the building occupancy date being extended and because there are apparently no pieces of equipment requiring extensive lead times, we feel there is no great need to rush this particular phase. We will definitely submit the completed Equipment Recommendations sometime around that date.

CL/pb

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